

PREP Flow Chart Development Team (applicant) and Review Staff (City) work one on one via e-mail, fax, Plans not code ISSUED meeting, etc. to get plan compliant? set/materials in approvable form. Approval or recommendation of approval at Design Review Board PRESUBMITTAL MEETING meeting COORDINATION MEETING Scheduled KICK OFF MEETING by Planning when plan set appears PREP Consolidated plans submitted at takes place to be complete and code compliant. SUBMITTAL midpoint of review no sooner than 5 business days process to allow review of Purpose is to pre-screen after receiving materials application to ensure it is code project in its entirety. Takes compliant and there are no place no sooner than 5 days Approval or recommendation remaining code issues after submittal of plan set. of approval at Technical Committee meeting subject to SEPA and Public Notice SUBMIT APPLICATION Development Team attends Pre-Application meetings with Plans code Pay Fees, bypass standard Design Review Board as compliant? necessary for Board to approve completeness review project (formal DRB approval occurs after complete application is submitted).